

Viewing Transactions by Member

Introduction

This guide provides the procedures for viewing all transactions by member that require approval, whether they are pending, approved or denied. The CGHRS user role is required for this action. This does NOT display PCS, Reserve or Separation Orders.

This is a useful tool for locating transactions sent to an erroneous emplid or to see specific details for a transaction including when it was approved/denied and by whom.

Procedures

See below.

Step	Action
1	<p>From the Requests tab, click the View My Requests (all types) link in the Self Service Requests pagelet.</p>  <p>The screenshot shows a web interface with three tabs: 'My Page', 'Self Service', and 'Requests'. The 'Requests' tab is active. Below the tabs is a section titled 'Self Service Requests' with a refresh icon and a minus sign. Under this section, there are two columns of links. The left column contains 'Submit an Absence Request', 'Submit a Delegation Request', and 'User Access Request'. The right column contains 'View My Absence Requests', 'View My Requests (all types)' (which is highlighted with a red box), and 'Submit a Drill Request'.</p>

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Viewing Transactions by Member, Continued

Procedures,
continued

Step	Action
4	<p>Now click the Find an Existing Value tab.</p> <div><p>Action Request</p><p>Find an Existing Value Add a New Value</p><p>Empl ID: <input type="text"/></p><p>Empl Record: <input type="text" value="0"/></p><p>Category: <input type="text"/></p><p>Action: <input type="text"/></p><p>Add</p></div>
5	<p>Enter the member's Empl ID and hit Search.</p> <div><p>Action Request</p><p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p><p>Find an Existing Value Add a New Value</p><p>Maximum number of rows to return (up to 300): <input type="text" value="300"/></p><p>Search by: <input type="text" value="Empl ID"/> begins with <input type="text" value="1234567"/></p><p>Search Advanced Search</p></div>

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Viewing Transactions by Member, Continued

Procedures,
continued

Step

6

Action

The list of transactions for that member will display. Select a transaction to see additional information.

Action Request

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Add a New Value

Maximum number of rows to return (up to 300): 300

Search by: Empl ID begins with 1234567

Search

Advanced Search

Search Results

View All

First 1-27 of 27 Last

Empl ID	Empl Record	Category	Action	User ID	Sequence Number
1234567	0	PAYROLL	ABSENCE_REQUEST	7654321	37
1234567	0	PAYROLL	ABSENCE_REQUEST	7654321	38
1234567	0	PAYROLL	ABSENCE_REQUEST	7654321	39
1234567	0	PAYROLL	BAH_APPROVAL_REQUEST	3333333	1
1234567	0	PAYROLL	CG_EABP_APPROVAL_REQ	4444444	1
1234567	0	PAYROLL	FAMILY_SEPARATION_ALLOWANCE	2222222	2
1234567	0	PAYROLL	FAMILY_SEPARATION_ALLOWANCE	2222222	3
1234567	0	PAYROLL	FAMILY_SEPARATION_ALLOWANCE	5555555	1
1234567	0	PAYROLL	MEALRATE_REQUEST	3333333	1
1234567	0	PAYROLL	OTPI_APPROVAL	4444444	1
1234567	0	PAYROLL	PAY_CORRECTION_REQUEST	2222222	1

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Viewing Transactions by Member, Continued

Procedures,
continued

Step	Action
7	<p>This will show details about each transaction including the auditor and status.</p> <div>Action Request BAH Approval <u>Douglas, Gabby</u> Request Details Effective Date: 06/15/2015 Get Details Request Information Change Reason: Transfer Effective Status: A Quarters Status: With dependents; Mbr and deps Zip: 32228 Fair Rent: 0 Rate: 1620 Entitle Amount: 1620 Request URL Click here to view additional request information. Comment: <input type="text"/> Approve Deny Request Status: Approved Approvers <div>Approved ✓ <u>Aly Raisman</u> CGHRSUP for User's SPO 06/17/15 - 8:34 AM</div></div>
8	Hit the back button on your browser to return to the page.
